

2023 WPHOA Parking “Quick Reference Guide”

1. Where can WPHOA parking rules be found? WPHOA parking rules consist of the following (copies attached):
 - 1996 Board Memorandum re Emergency Access
 - 2003 Revised Declaration of Covenants, Paragraph 11 (i) “Parking”
 - 2012 Board Parking Regulations and Enforcement (with 2023 Amendments)
 - 2021 General Rules for Contractors
2. What general parking guidelines are owners, occupants and visitors expected to meet?
 - a. Garages.
 - i. Arrange/maintain residence garages for parking your first **two (2) operating** vehicles, and then for everything else. Disabled vehicles, clutter, storage, toys, sports and lawn equipment, motorcycles, trash bins, work areas, etc. do not qualify as reasons for failing to use both garages first for vehicle parking.
 - ii. Park your first two vehicles in your garage, generally during the day and **always** at night.
 - iii. Keep your garage doors generally closed.
 - b. Additional Vehicles.
 - i. If both garages comply with 2(a) above, additional owner/occupant vehicles **should generally and consistently park** on the residence driveway during daytime hours, and **must always park** on the residence driveway (and **must not park on the street**) between **11:30 p.m. and 7:00 a.m.**
 - ii. Regardless of ownership, **no vehicles** may park on HOA streets between the foregoing overnight hours; park in any prohibited parking area; or park in any manner at any time that hinders or obstructs traffic, driveways, mailboxes, trash bins, emergency or utility vehicles.
 - iii. Vehicles belonging to visitors and contractors **should generally park** first in the residence driveway, and then only if necessary on HOA streets, subject always to the other provisions of these rules.
 - c. One Side Only. Vehicles parked on HOA streets **must be parked** on only one side of the street, taking into account other parked vehicles visible on that section of street. The first parked vehicle establishes the parking side for subsequent vehicles.
 - d. Islands, Entrance and Westbrooke Circle Curves. Vehicles **must not park** at any time around the inner curbs of our two cul-de-sac “islands.” Moreover, vehicles **must not park** around these islands during the nighttime hours above, or **at any time on trash days**. Vehicles **must not park** at any time on the front entrance (Westbrooke Place), on the blind curve on Westbrooke Way, or on the curved “corners” of Westbrooke Circle.
 - e. Event Parking. Events expecting more than **fifteen (15) parked vehicles must have** prior Board approval for such parking. You must inform your immediate neighbors of the expected parking, and must minimize conflict with neighboring events. The host residence is responsible for following WPHOA parking rules and related Board parking instructions.
3. What must contractors do? Our “General Rules for Contractors” identify contractor parking rules.
 - a. Get the cooperation of contractors/suppliers by discussing in advance the number, size and type of their vehicles, and providing them with the contractor rules.
 - b. Keep your neighbors informed of unusual vehicles (e.g., concrete trucks; moving vans; etc.) Actively manage contractors while on-site. Don’t force the Board to intervene.
4. What About Unusual Vehicles? Don’t bring unusual vehicles, devices or equipment into the neighborhood without first reviewing Declaration Paragraph 11, subparagraph (i). That provision prohibits certain vehicles, equipment and other devices from coming onto Westbrooke Place streets.
5. What’s Our Speed Limit? The speed limit is **12 MPH**. It’s there for a reason. Respect it and obey it.

Kayla Williams
President

Erin Owoade
Secretary

EMERGENCY ACCESS

Westbrooke Place Homeowners Association, Inc.

MEMORANDUM

TO: All Westbrooke Place Homeowners

FROM: Westbrooke HOA Board of Directors

DATE: March 21, 1996

The Fire Marshall for DeKalb County has asked us to eliminate all street parking in both our curves, our two cul-de-sacs, and in all of Phase II; and to limit our other street parking to one side of the street only. Since our streets are narrow, he is very concerned that an emergency vehicle such as an ambulance or fire truck, may not be able to get through. He is asking us to use our driveways as much as possible for our own parking and that of our guests. Remember, this includes your Nanny, any Contractor, Exterminator, Housekeeper, etc.; and any other guest.

As you can see, this is a serious situation and we must all cooperate to keep our streets open for emergency access. Parking in the curves causes the added problem of creating "blind spots" where drivers in other cars cannot see around the curve. There have been numerous incidents involving pedestrians and other cars. We have been lucky thus far, not to have had a serious accident. We all hope to keep it that way. We have also had problems with the postal service not delivering mail if a mailbox is obstructed. Please have your guests park in your driveway if possible and if you or your guests must use the street for parking, please do not block access to anyone's mailbox. Also, we must all be tolerant of our neighbors and realize that at times, there will be cars parked in front of our houses.

Parking is allowed on either side of the street (except in the curves and cul-de-sacs) and shall be dictated by the fact that a car is already parked there. This means that we cannot park across from another car already parked on the opposite side of the street. Of course, if you are parked a considerable distance (at least two houses) away from another car, you may park on the opposite side. Just be sure to always leave the opposite side of the street open for through traffic.

Again, please do not park across the street from another car, and please do not park in either the curve that extends from 1093 and 1096 Westbrooke Way to 3758 Westbrooke Circle; nor the curve that extends from 1067 and 1068 Westbrooke Way to 1050 Westbrooke Way. Also, please do not park on the street in either of the two cul-de-sacs, and do not park on the street at all in Phase II. *None of us want to be responsible for contributing to any emergency situation.* We also hope to avoid the need for any more signs on our streets.

If you are hosting a party, please coordinate your guests' parking to follow these guidelines. Remember, it is your responsibility to inform your guests where they are to park, and to ensure that your request is followed.

Thank you in advance for your cheerful cooperation with these very important safety procedures. *Remember, the house we save, may be yours.*

Attachment B: 2003 Declaration Paragraph 11, subparagraph (i) "Parking"

(i) Parking. No Owner or Occupant shall park his or her car or other motor vehicle on any portion of the Property, other than in the garage, unless the maximum number of cars or similarly sized motor vehicles which can be parked in the garage according to its design capacity are already parked in said garage. All garages shall be maintained in such a manner that parking for the maximum number of motor vehicles for which it was originally designed to hold is allowed and possible. If an Owner or Occupant has more motor vehicles than his or her garage can accommodate, the additional vehicles shall be parked on the Owner's driveway. Owners shall also keep their garage door closed as much as possible and unless entering or exiting the garage and/or working outside on the lawn.

Disabled and stored vehicles are prohibited from being parked on the Property, except in garages. For purposes of this subparagraph, a vehicle shall be considered "**disabled**" if it does not have a current license tag or is obviously inoperable. A vehicle shall be considered "**stored**" if it remains on the Property, other than in a garage, for fourteen (14) consecutive days or longer without prior written Board permission.

Boats or other watercraft (including jet-skis), trailers of any type (with or without wheels), tractors, trucks with a load capacity of one (1) ton or more, full-size vans (excluding mini-vans or utility vehicles used as passenger vehicles), recreational vehicles (RV's and motor homes), campers, motorcycles, motorized bicycles, motorized go-carts, vehicles used primarily for commercial purposes and containing visible evidence of commercial use (such as tool boxes or tool racks), vehicles with commercial writings on their exteriors are also prohibited from being parked on the Property, except in garages. Furthermore, the Board shall be authorized to prohibit any of the foregoing named vehicles and transportation devices from being kept, placed, stored, maintained or operated upon any portion of the Property. Notwithstanding the above, trucks with no more than four (4) wheels, vans, commercial vehicles and vehicles with commercial writings on their exteriors shall be allowed temporarily on the Common Property during normal business hours for the purpose of serving any Lot or the Common Property; provided, that, without the written consent of the Board, no such vehicle shall be authorized to remain on the Common Property overnight or for any purpose except serving a Lot or the Common Property.

If any vehicle is parked on any portion of the Property in violation of this subparagraph or in violation of the Association's rules and regulations, the Board may place a notice on the vehicle specifying the nature of the violation and stating that after forty-eight (48) hours the vehicle may be towed. The notice shall include the name and telephone number of a person to contact regarding the alleged violation. A notice also shall be conspicuously placed at the Property stating the name and telephone number of the person or entity which will do the towing and/or booting hereunder. If forty-eight (48) hours after such notice is placed on the vehicle the violation continues or thereafter occurs again within six (6) months of such notice, the vehicle may be towed or booted in accordance with the notice, without further notice to the vehicle owner or user.

If a vehicle is parked in a fire lane, is blocking another vehicle or access to another Owner's or Occupant's Lot or dwelling, is obstructing the flow of traffic, is parked on any grassy area, or otherwise creates a hazardous condition, no notice shall be required and the vehicle may be towed immediately. If a vehicle is towed or booted in accordance with this subparagraph, neither the Association nor any officer or agent of the Association shall be liable to any person for any claim of damage as a result of the towing or booting activity. The Association's right to tow or boot is in addition to, and not in limitation of all other rights of the Association, including the right to assess fines. Notwithstanding anything to the contrary herein, the Board may elect to impose fines or use other available sanctions, rather than exercise its authority to tow or boot.

[End]

2012 WPHOA PARKING REGULATIONS AND ENFORCEMENT

The WPHOA covenants are very clear on parking and on the Boards responsibility to set regulations and enforcements on behalf of the association. (See WPHOA Covenants: User Restrictions, (i) Parking, Paragraph 6 Association Rights and Restrictions lays out the responsibility of the Board acting for the association to lay out rules and regulations to ensure adherence to the covenants.

It is with this sense of responsibility and spirit of neighborhood that the Board has adopted the following parking policy. While the ACC and Board will take primary responsibility for enforcing the policy, adherence to the covenants and this policy is the responsibility and obligation of all 52 homeowners. If everyone adheres to the covenants, there will be no need for “enforcement”.

HOMEOWNER PARKING: ONE OR TWO VEHICLES

1. First two vehicles must be parked in the garage.

- a) Home owners must park the first two household vehicles in the garage. All neighborhood garages are built for two vehicles.(see covenant references above)
- b) It is preferred that home owner do this at all times, but in the daily flow of the household it is understood that this is not always possible.
- c) Parking of either of the first two vehicles in the driveway is allowed on a temporary basis with approval of the ACC Chair, Board President, or Board.
 - A request must be submitted in writing (email is acceptable) to the Board President or ACC Chair. Forms are available.
 - Request must state the reason for the request, i.e. remodeling where the garage is a staging point
 - Requests must state the time frame for the request
- d) Maximum time for exception request is ninety (90) days.
 - Board may grant a waiver to this time period, but must be done by a vote of the Board.
 - Without a Board waiver, the home owner must reapply for an extension.

Enforcement and Penalties

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| 1st Step: | Call to homeowner from ACC or Board member (if unable to reach after third attempt, a written warning notice will be sent to the homeowner.) |
| 2nd Step: | Stern warning letter citing the probability of fine if the offense continues. |
| 3rd Step: | Fine of \$10 per day retroactive to the date of the initial call when the offense was observed) |

Note: Fines may be assessed immediately after additional violations of the parking regulations once the 1st, 2nd and 3rd step warnings have been provided. Any additional violations of the parking regulations in a 12 month period will be receive automatic fines.

HOMEOWNER PARKING- MORE THAN TWO VEHICLES

2. Parking in the driveway of a third vehicle is allowed under the conditions cited below:

- a) More than two permanent vehicles
 - Request that homeowner notify the HOA board and/or ACC if they have more than 2 vehicles which they consider to be permanent.
 - This is a courtesy to avoid unnecessary citing of households when a car parked in the driveway is a third permanent vehicle. (Form is available from ACC Chair)
- b) More than two temporary vehicles
 - Request that residents notify ACC chair when overnight guests will require vehicle in the driveway for a time exceeding 3 days to avoid unnecessary citing of violations.

2012 WPHOA PARKING REGULATIONS AND ENFORCEMENT

GARAGE DOORS

3. **Garage door are to be kept closed as much as possible unless entering or exiting the garage and/or working outside on the lawn. (Paragraph 1 (i) Parking)**
 - a) Garage door(s) open for ventilation during the summer months is acceptable as long as the door is not open wide enough for the contents of the garage to be seen from the street.

STREET PARKING. WPHOA streets are private and are narrower than public streets. As such, safety has been a key factor in setting the neighborhood standards for street parking.

4. **No street parking overnight under any circumstances on any street, cul-de-sac, circle or shared driveway is allowed.**

Enforcement & Penalties

1st STEP: Warning with a “ticket” on the windshield and a letter to the home owner
2nd STEP: Second and third time - fine of \$25
THEREAFTER: TOWING OR BOOTING

Note: Fines may be assessed immediately after additional violations of the parking regulations once the 1st, 2nd and 3rd step warnings have been provided. Any additional violations of the parking regulations in a 12 month period will be receive automatic fines.

5. **Westbrooke Circle parking is allowed on the right side only as traffic flows.**
 - a) The Circle is a one way street. “One-Way” and “No Parking This Side” signs will be erected to remind residents and alert visitors.

Enforcement & Penalties

1st Step: Notice on the windshield indicating violation
THEREAFTER: \$10 fine per occurrence

6. **The only parking allowed in the two cul-de-sacs is for vehicles providing real time services to a homeowner located on the cul-de-sac. The vehicle owner must be physically present on site and available to remove the vehicle immediately if so notified. If the homeowners ‘ driveway is vacant and two cars are already parked in the garage, the service vehicle must park in the driveway and not the cul-de-sac.**
 - a) Parking on the cul-de-sacs can block traffic in general but especially larger vehicles such as fire, garbage, rescue, etc. To balance safety concerns and convenience for those living on the cul-de-sacs, the Board has adopted the above policy regarding cul-de-sac parking.

Enforcement & Penalties: Same as #4 above

7. **Residents having an event should notify neighbors that multi vehicle parking will take place**
 - a) This is both a courtesy and a safety consideration. Please provide the neighbors expected to be affected with the time and duration of your event.
 - b) The homeowner is responsible for ensuring that guests comply with the parking policies of the HOA as stated in this policy and in the covenants.

Enforcement & Penalties: Same as #4 above

2012 WPHOA PARKING REGULATIONS AND ENFORCEMENT

2023 Amendments to 2012 Parking Regulations:

8. The term “**covenants**” herein means the Westbrooke Place 2003 Amended and Restated Declaration of Covenants and Bylaws.
9. The term “**homeowner**” herein is synonymous with and includes “**Owners**” and “**Occupants**” as defined in the covenants.
10. The term “**overnight**” herein means parking for any duration between 11:30 p.m. and 7:00 a.m.
11. Unless otherwise approved in advance in writing by the Board:
 - a) the maximum number of vehicles permitted on Westbrooke Place streets for any event shall be limited to **fifteen (15)** passenger vehicles of normal size and type;
 - b) all events must be by invitation only, and no event shall be “open” or otherwise broadcast to the public at large, as for example, yard sales and estate sales.
12. No parking is permitted at any time, any day on either side of:
 - a) curved portions (i.e., the corners) of Westbrooke Circle;
 - b) the downhill portion of the front entrance from Old Johnson Ferry to the WP stop sign; or
 - c) the “blind curve” in front of the residences at 1102, 1104 and 1105 Westbrooke Way.

Attachment D: 2021 WPHOA General Rules for Contractors

- 1) **Westbrooke Place Streets:** Westbrooke Place is a quiet neighborhood of single-family residences. Its streets are privately owned, substantially narrower than county streets, have blind curves and limited turnaround capability, and are maintained by the Westbrooke Place Homeowner's Association at great expense. The Westbrooke Place HOA, acting through its Board of Directors, has the exclusive right to establish and maintain rules regarding use of the streets and those coming onto the property. Homeowners do not have the right to waive any of the following without prior, written Board authorization.
- 2) **Speed Limit:** The **maximum** vehicle speed limit on Westbrooke Place streets is **12 MPH**.
- 3) **Hours of Operation:** Contractor services may not begin before 8:00 a.m. and must be completed on or before sunset (7:00 p.m. EDT; 6:00 p.m. EST), Monday through Saturday. Except for emergency services, no construction services may be performed Sundays without prior consent of the Board.
- 4) **Noise, Nuisances, Music, Loud Vehicles:** Recognizing that Westbrooke Place is quiet residential neighborhood, Contractor shall:
 - a) minimize construction noise and nuisances whenever and to the fullest extent possible;
 - b) prohibit its employees from playing any form of on-site audio (e.g., music, TV, radio, portable audio devices, etc.) that may be heard by neighbors; and
 - c) prohibit its employees from bringing onto the property any vehicle using or creating loud exhaust or engine noises.
- 5) **Parking:**
 - a) Contractor vehicles should park in residence driveways whenever possible.
 - b) If parking on Westbrooke Place streets is unavoidable, Contractor vehicles should always park on only a single side of the street (generally the side having sidewalks) marked in "green" on the attached map.
 - c) Except temporary loading and unloading, and only when essential for performance of work, no Contractor vehicles shall park around (i) either of the two Westbrooke Way islands or (ii) around Westbrooke Place Circle. Contractors shall take care in all such situations to not obstruct the normal flow of traffic in such areas, not block access or egress to driveways and mailboxes, and allow safe passage of other vehicles.
 - d) **No Contractor vehicle shall park at any time in Westbrooke Place's entrance or its "blind curve" as marked in "red" on the attached map.** The following limited exceptions apply only to contractors servicing the residences at 1102 and 1104 Westbrooke Way:
 - i) A Contractor vehicle may park on the blind curve temporarily for no more fifteen (15) minutes if and only if:
 - (1) the vehicle cannot use (or fit entirely on) the residence driveway;
 - (2) parking is essential for loading or unloading non-trivial equipment or materials for that residence;
 - (3) the vehicle is attended and moveable at all times and is moved when requested, especially to avoid obstructing emergency vehicles;
 - (4) the vehicle does not block other driveways, mailboxes or trash bins;
 - (5) the area in both directions around the vehicle is marked with orange/red traffic cones or other devices that reasonably alert oncoming traffic of its presence; and
 - (6) the residence owner or the Contractor actively monitors and controls uphill and downhill traffic to safe passage for all vehicles.
 - e) **No Contractor vehicle shall park overnight (7:30 p.m. to 7:30 a.m.)** anywhere on the Westbrooke Place streets.

Attachment D: 2021 WPHOA General Rules for Contractors

- f) Contractor assumes and retains all liability for injury to any person and damage to any property caused by Contractor's on-street parking in Westbrooke Place.
- 6) **Prohibited Vehicles:** Unless approved in advance by the WP HOA Board, no Contractor vehicle is allowed on the property if it has any of the following:
 - a) more than two axles (*i.e.*, more than two sets of wheels);
 - b) an overall length (including cab) of greater than 28 feet; or
 - c) a gross vehicle weight rating (GVWR) of greater than 20,000 pounds (*i.e.*, a GVWR of 6 or higher). Cement trucks, heavy duty dump trucks, cranes, oversize moving trucks, semi-trailer trucks, flat-bed trucks; dumpsters, and similar vehicles and devices require advance approval by the ACC Chair or the Board before coming onto the property.
- 7) **Dumpsters.** Contractor may not park dumpsters or portable lavatories at any time on Westbrooke Place streets. They may be temporarily located on the residence driveway or, with Board permission, other suitable portions of that property.
- 8) **Protection and Clean-Up.**
 - a) Contractor must promptly and thoroughly clean up trash, debris, spills, stains, nails, screws, empty cans, material wrappers, and yard debris they create or cause while working at Westbrooke Property.
 - b) Contractor shall take all steps necessary to protect and prevent damage to Westbrooke Place common property and residences. Without limiting the foregoing, contractors shall use appropriate tarps and other protective measures to protect Westbrooke Place streets, curbs, walls, hydrants, mailboxes, and landscaping from damage during performance of their services.
 - c) Contractor must promptly report any and all such damage to the owner of the property receiving the service, and to cooperate with Board instructions as to repair of the damage at Contractor's expense.
- 9) **Enforcement and Fines.** The Board may levy fines and take enforcement action with or without prior notice for violations of these rules. Fines up to \$1,000 per vehicle per incident may be imposed depending upon severity and frequency of violation, and unsafe conditions caused by the violation. Enforcement of vehicle and dumpster rules may include towing at Contractor's expense by any local towing company selected by the Board.

[Parking map follows.]

Attachment D: 2021 WPHOA General Rules for Contractors

